

MINUTES – STUDY SESSION  
August 26, 2019

**Downtown Campus, 1101 S. Yakima Ave., Tacoma, WA 98405 | Clyde Hupp Board Room**

**Action 3:00 II. Call to Order**

- Chair, Christina Blocker
- Trustee, Heather Moss
- Trustee, Layne Bladow
- Assistant Attorney General, Justin Kjolseth

Chair Blocker called the study session to order at 2:12 p.m. Roll was called.

**II. Capital Project Update**

Executive Director of College Advancement Sarah Allen provided historical context to what the new building project will look like. The project started in 2017 to address the gap in the health care industry and training professionals to help serve the demand of Tacoma’s population. Funding was approved in 2018.

Dean Lori Keller discussed the that will be in the new building: some of the more exciting programs include the new medical simulation operations specialist. Opening this fall, this program trains people to maintain and repair the simulation practice machines. The manikins need maintenance and repair, and the companies that build these machines prefer that their customers not reach out to them to maintain and repair the units, and this is where a Medical Simulation Operations Specialist comes in. Another program moving into the new building is Denturist, which is the only hands-on denturist program in the United States. Certified Medical Assistant is another new program that allows medical assistants to gain clinical skills for the workplace. Sarah Allen mentioned the Foundation is working on a fundraising campaign to help purchase equipment with the most relevant technology on which to train the students. The goal is to raise two million dollars to help outfit the classrooms. There were discussions with Facilities Director Bob Roehl’s team and each department that detailed what they needed what they can repurpose and what they would like to have. If they reach the two million dollar goal, nearly every program could have what they are asking for. There will be some naming opportunities with the fundraising effort, but most of the fundraising efforts will be between the medical community, large corporations and grant opportunities. It will be highlighted on our fundraising webpage with an option for people to support, and we hope to engage our employees and advisory committee on a one-on-one basis. We will celebrate the groundbreaking of the new building on Friday, October 11, 2019. There will be a digital copy of the invitation, for this event, sent to all of you so you can forward it to your networks. We also have physical invitations available to mail out if you prefer. When you forward the invitation, please let people know we need them to RSVP for this event at [BatesTech.edu/CAHE](http://BatesTech.edu/CAHE).

Mike Curran, Sr. Project Manager at Walsh Construction and Ross Whitehead with Schreiber Sterling Whitehead architecture, updated the Board on the history and status of the new building. Mike Curran stated there was a selection process with an RFP in July 2018 and the RFQ came out in May 2019. There was a propriety meeting which turned into their first working session for design. The contract for the job was signed on October 2018. In November 2018 they prepared a pre-design report for the office of finance and management. October 2018 through February 2019, there were a series of program meetings that were completed in April and May of 2019. They now have received the first permits and can act on them. There is a predesign report that will go through the end of November, 2019. The GMP

will be executed by the end of September 2019. In early May 2019 the design Team published the documents for the contractor to price. Tuesday, August 27, 2019 they will meet with Bob's team to talk about exterior materials and the elevation. Significant decisions will be made in the next few weeks that may change this image. The building is hovering over the lower level of the west annex, it gives us a lot of parking area, with everyone having exposure to light and views. There will be up to 95 parking stalls. When the bldg. goes down, that ramp at the far end a portion will be retained. Supports to that ramp are not to code, which means the walls we thought we were going to have to use, we actually cannot use and we are putting in new walls, which frees up the area under the ramp for additional parking. We have lost 71 spaces with the west building demolition and spaces on Earnest S. Brazil Street, but our concept is up to 95 now. There are exterior parking spaces outside the building footprint. There is a gap between the wall of the west annex and the new building that is open-air parking, allowing it to feel like it's not a parking garage. What we call a "second level" is the first floor, which is a daylight floor, and Yakima avenue is the second floor. As of now, the building is just under 63,000 sq ft. There will be a student lounge that includes lockers, informal study area, faculty break room that can be used as a conference room. Rooftop will not be accessible due to using a floor slab system that uses tension that must run straight. The fourth floor has areas where students can gather in an informal environment. Some of the "hope to have" items can come out of those contingency funds. The design contingency is 5% and the owners contingency is 5%. It's part of the GMP to help get the price down and they were able to get down near 4%. Bob worked with the faculty to get the "hope to have" list. The college contingency amount is close to \$1.6 million. President Zhou would like to have the faculty involved eventually to ensure they are aware of anything that might impact the programs. President Zhou mentioned parking information has been communicated to the faculty, staff and students for Downtown Campus, before they left for summer break. The college asked them to complete a parking survey and we will be using this survey to help find some parking options. The State requires the construction company to get LEED Silver Certified and they are working toward deciding which credits they will pursue. Currently there are funds set aside for public art, and during the summer, the group identified an artist to provide art for the new building. On September 10, 2019 they will meet with the artist. Trustee Chang asked what the design principle is, Ross Whitehead said the design principle is to cultivate a good learning environment and Allied Health learning environment. To create a building that accommodates a broad range of learning types. Spaces that are open as well as smaller spaces. A building that is very dynamic and varied for different personalities.

Chair Blocker opened discussion to review the current Board Meeting Packet. The Trustees do not need the detail included in the current reports. Rob'n felt the Trustees need a more succinct and sound financial report similar to an ENG Report or Profit & Loss statement that includes the enrollment data. Currently, the Human Resources Report includes names of those who resigned, which positions are open, Florence felt that detail information is not necessary. A dashboard that includes the school's goals and a dashboard that helps them track information would be more important. Also, a President's Report that discusses key events that have happened and what is coming up in the future as well as what the Trustees need to be aware of. President Zhou said some information such as employees or what is going on in a department, should not be made public and will not be included in the President's Report. Trustee Bladow pointed out that we have an opportunity to create what is our future. It would be helpful to create a list of what the job is and what are the rules we should follow, as well as our policies. The Board will continue this discussion at the next Board meeting. AAG Kjolseth pointed out that the Board may want to wait for the fifth Trustee to complete this discussion. Chair Blocker thought the Trustees could spend some time over the next month to review what we currently have and then at the next meeting provide feedback.

MINUTES – REGULAR MEETING  
August 26, 2019

**Downtown Campus, 1101 S. Yakima Ave., Tacoma, WA 98405 | Clyde Hupp Board Room**

I. Pledge of Allegiance/General Matters/Introductions

Chair Blocker called the regular meeting to order at 3:45 p.m. All Trustees are present.

**Action A.** Approval of Board Agenda

Trustee Bladow moved to approve the Agenda as presented. Trustee Moss seconded the motion. There was no discussion and all were in favor.

**Action B.** Approval of Board Minutes

Trustee Moss moved to approve the July 22, 2019 minutes. Trustee Bladow seconded the motion. There was no discussion and all were in favor.

a. July 22, 2019

**Action** James Androy introduced himself. Mr. Androy is an Electrical Construction Instructor. He thanked the Board for their support of the probationers. He thanked the Cabinet and the Information Technology Team for getting the college back up and running again. On behalf of the Executive Board of the Bates Faculty Union, the American Federation of Teachers local 4184, we would like the Board of Trustees to know that we stand in solidarity with the members of the Professional-Technical Employees Union. Their work is a critical function of our college and we are concerned that negotiations have stalled leaving the PTEs working without a current contract. Yet we are optimistic that these negotiations will bring about a shared compromise. As faculty members, we respectfully request that the Board encourage our Administration to bargain in good faith with our colleagues, the PTEs, to reach a mutually-acceptable agreement. We are also looking forward to our own negotiations with Administration in the coming year, and respectfully request that the Board members continue, as you have done, to support all employees of our college.

**II. President's report**

A. President Zhou introduced and welcomed the newest trustee, Florence Chang. Dr. Zhou is looking forward to her leadership and working with her. Dr. Zhou said Agnes and her Information Technology team have been doing a wonderful job, and external support from the State and others, have been great. We have requested a delay for our 2021 Peer Review, but we haven't heard back yet. Trustee Bladow, Bob Roehl, Chief Piper, and President Lin Zhou as well as the Fire Chief from JBLM, went to Texas for three days to tour the Fire Academy at Texas A&M. This was an opportunity to view a facility similar to the regional training center Bates will build for firefighters, law enforcement and JBLM. We are working on the final version of the agenda for Opening Day, September 23, 2019, where we will introduce new employees, welcome our returning faculty, talk about different departments, and discuss the plans for next year. Trustee Moss asked if there is a budget proposal. President Zhou said we have approved the design that Bates worked on with JBLM. In the next two years, we will receive a budget for construction. Trustee Chang asked what kind of recognition can we give the Bates Information Technology. President Zhou said she has been thinking about how to formally recognize our IT department as well as the leadership from the State Board and other colleges, but since we are still recovering from this loss we will need to wait until possibly next year. Trustee Chang asked if the Board could write a letter encouraging them, President Zhou said that would be a nice sentiment.

B. Delivery, Teaching and Learning Updates

The Trustees received a copy of the tenure process for Yakima, Spokane, Whatcom and Bellingham colleges. President Zhou has offered the position of Interim VP of Instruction to a person who accepted the offer, and is scheduled to start September 16, 2019. President Zhou will hold the name until we are at a closer date. This person has rich experience in instruction and accreditation.

C. Supporting Teaching and Learning Updates

Steve Ashpole, VP of Student Services, talked to Board about the need to enroll 250 students in career training programs to reach the number from last year, and about 135 FTE for academic courses. High School enrollment is strong. We are close to our enrollment number from last year. Student Services is focusing on on-boarding. We need to work on integration of our processes, and our new Dean of Student Services is working on bringing that together. For the long term, we put together a strategic enrollment management committee that will focus on the entire process from pre-inquiry to the day that the student enrolls; what our process is; and how we put it all together. He would like to use the Guided Pathways framework to re-build our on-boarding process and our retention process in Student Services.

D. Administrative Services Report

Rob'n Lewis, VP of Finance & Student Services, talked to the Board about having several vacancies in her department until recently. Now we have hired an Interim Finance Director, a Director for General Services, an Account Payable and Accounts Receivable person, and we have an employee to staff the bookstore. To date, we are fully staffed, however the Senior Accountant will be leaving on Friday, August 30, 2019 for a position at the City of Fife. With the help of the Director of Finance, Rob'n will review what they are doing and collectively determine what is best for their group and the college. She will look at how we can serve the campus at a higher capacity. We did close the year late due to the cyber intrusion, so we don't have figures yet. The State Board will put out their projection template next week, then we are able to run reports. By the end of next week, we will have an idea of where we ended 2018-2019 so that we know where we are going in 2020.

E. General Discussion

Trustee Blocker would like to recognize Trustee Florence Chang and her appointment to our Board. President Zhou said it is awesome to have someone with her wealth and depth of experience join our Board. Trustee Chang said it is an honor and privilege to serve on the Bates Board, it has such a great reputation in the community and for her to serve is truly an honor. It is an opportunity to learn about the capabilities and programs that Bates offers and how we continue to build together and connect with the community. Trustee Chang currently serves as the Executive VP and COO for Multicare Health System. Healthcare is one of the areas she is interested in looking for talent. Trustee Chang has been with Multicare for thirteen years, starting out as the CIO, serving in her current capacity for the past six years. Prior to that, she was a consultant with Multicare, and before her consultant position, she was at Kaiser Permanente for twenty years. The first ten years was working in clinical operations in a laboratory and then the Information Technology department.

Trustee Blocker proposed a Meet and Greet or a reception to honor Trustee Chang's appointment to our Board, either before or after the September Board Meeting. Trustee Bladow spoke about touring the Texas A&M Fire Safety Facility where they trained 1,500-2,000 in July 2019. We are not ready for that great number, but the opportunity is before us. With Trustee Bladow having a background in Fire Service he understood much of the conversation and was able to help interpret. Bob was able to ask

specific questions related to maintenance. Trustee Bladow said that as a line officer with the Fire Department, he would not have been able to do this tour, but as a facilitator with the college, it was very enlightening. President Zhou was more focused on finance and found out that they generate four million dollars yearly. After the facility hired the new Director, who runs it as a business, it started to generate revenue, but it took more than 10 years to get to that level of revenue. Washington has a facility in North Bend that is closed due to maintenance needs, and the state is having trouble with the facility.

### **III. New Business – None**

### **IV. Board Member Discussion / Remarks**

#### **A. Development and Advancement Foundation Report**

Trustee Moss talked about rebuilding the alumni database through the re-launch Back to Bates alumni and friends outreach campaign. The fundraising campaign for the Center for Allied Health Education with a goal of two million dollars over the next two years will begin soon. The playground is in phase two of fundraising, this time they would like fully fund the canopy. Despite all of the technology challenges, they were able to distribute scholarships to students who needed the funds. We have an opportunity to give to the Foundation and be a part of the scholarship program with the college. There is an endowed Trustee Scholarship that was created specifically for Trustees to contribute to and help determine how the funds are allocated to the students. Trustee Moss distributed a letter and sign-up form to each of the Trustees, in the event they would like to help the Foundation with a donation.

#### **B. KBTC Report**

Trustee Moss talked about the KBTC meeting. They had questions about possible fraudulent activity with their bank account. It was resolved within a few days and there were no further questionable transactions. They received a donation from Kroger Stores and realized they missed an opportunity to put more media around that donation. She said there was a discussion about how to handle donations from corporations in the future.

#### **C. Legislative Action Committee**

Trustee Bladow, no report no actions.

#### **D. Pierce County Coordinating Council**

There is no report but there is a meeting on September 5, 2019, from 7-9:30am.

#### **E. Ideal Diversity Council**

No longer a committee.

#### **F. College Council/Policy Review**

Trustee Bladow is excited we now have our By-Laws. We have a draft from our Ad Hoc committee that talks about Accreditation, a brief report on the cyber intrusion, leadership changes, and continue with our decision planning, and our guidelines. Closes with the core themes. The next meeting is October 9, 2019.

### **Adjournment**

Trustee Moss moved to adjourn the meeting at 4:45 p.m. Trustee Bladow seconded the motion. There was no discussion, and all were in favor.

**Next Board of Trustees:** September 23, 2019, 2 p.m. Study Session, 3 p.m. Meeting

**Meeting location:** Downtown Campus

October 24-25, 2019 Retreat, all day

Hyatt Regency Hotel, 1053 Lake Washington Blvd N, Renton, WA 980056